Reporting Process Functions and Options

A comparison of the KDWC EDI Requirements with your manual and computer system processes may identify both manual and technical deficiencies. The previous section provided the KDWC requirements. This section depicts the State EDI Reporting Processes at a high level. It is followed by a section of EDI Products that may be built in-house or acquired commercially. The objective of this section is to increase your awareness of the process and potential solutions. It should be used in conjunction with your organization's formal project development plan.

The State EDI Reporting Process includes:
- Managing State Reporting Requirements.
- Capturing State Report Data.
- Editing for Data Content and Quality.
- Translating Data into or from IAIABC or ANSI Formats.
- Managing Communications (Report Transmissions).
- Managing Acknowledgements, Replacement Reports, and Corrections.

Manage State Reporting Requirements

State Reporting has typically been performed through the combined efforts of the Claim Adjuster and Administration staff. EDI reporting provides the potential to replace Claim Adjuster report monitoring by an automated process based on claim system data or claim adjuster actions. The receipt of Acknowledgements can initiate computer or claim adjuster responses. The level of sophistication can range greatly between administrator processes.

Capture State Report Data

A common dilemma for Claim Administrators is the capture and electronic storage of data required by State's implementing EDI Reports. Although creating national standard data elements simplifies claims administrator and state reporting, there is often a void between a State's reporting data requirements and data available through the claim administrator's claim handling computer system.

How do you resolve the difference? If the missing data falls within the category of "Optional," no immediate fix may be required. If the missing data involves "Conditional" or "Mandatory" data, an immediate solution is in order.

Missing data solutions vary and are dependent on several factors, such as claim volume, age and flexibility of your claim handling computer system, as well as priority of other business objectives and projects. Solutions fall into three basic categories:
1. Modify your claim handling computer system and claim process to capture the missing data.
2. Supplement your claim handling computer system with an additional data entry and storage application for the missing data.
3. Use a combination of computer system and manually captured data sources.

Data Entry Products

A Data Entry Product is a software product that augments an existing claim handling system. Such systems usually contain the generic state reporting standard data and provide the capability to apply a state's report and data requirements. These products import data from the Claim Administrator's system and allow one or more staff to enter the missing Mandatory, Conditional, or Optional data. Complexity of this application, cost, number of states to be implemented, and frequency of requirement changes should be considered as part of a make/buy decision.

KDWC has provided an Internet data entry solution recommended for claim administrators with less than 100 Kansas reportable claims annually.

An important aspect of the KDWC EDI State Reporting implementation is to improve the data quality of the Reports KDWC receives. Attaining and sustaining "Production" status and avoiding possible fines requires (see Fines and Penalties) maintaining KDWC Data Quality minimum requirements. All KDWC reports should be edited and corrected prior to submission to KDWC.

Data Content and Quality Editing Products

A data content and quality editing product is a software product that edits Claim Administrator state report data against a state's requirements. Such systems usually contain specific edits for state reporting data content and business requirements. Data entry and data content and quality editing features are often found in the same product.

Translate Data into or from IAIABC or ANSI formats

Claim Administrator Systems data is usually stored in a proprietary format that is not readily exchangeable between organizations. Translation to specific technical data requirements and structuring the data in a standard format such as IAIABC flat file or ANSI X12 148 transactions is required to make the report easily received and processed by others.

Translator Products

A translator is a software product that converts data from one format to another. It may serve the purpose of converting proprietary claim administrator computer system data into either IAIABC Flat File or ANSI X12 transactions. Conversely, it is used to convert IAIABC Flat File and ANSI Transactions into proprietary claim administrator computer system data.

Translators typically contain the capability to process one or more sets of related transactions. For example, a translator will typically do all the Workers Compensation transactions. Some may also include the ability to do health care, purchase orders, etc. They typically include the ability to recognize versions of a transaction. For example, a translator may meet IAIABC Release 1 and Release 3 requirements. To achieve these capabilities, the user is required to "map" their computer system data names to the desired IAIABC or ANSI transactions.

Translators vary greatly in capability and the platforms on which they run. Some require a mainframe environment while others only require personal computer (PC) capabilities. Claim Administrators with large mainframe claim management applications have effectively used a PC translator to satisfy multiple state EDI reporting. Translators often combine communication capabilities for processing internal or external sources of data. In-house technical staff will be required to install and operate a translator.

Manage Communications/Transmissions

Success of State EDI Reporting is dependent on the technical ability to pass data between organizations. Data transfer may occur directly between organizations or through intermediaries. Data transfer interruptions may occur and data could be lost.

This process includes:

- Managing trading Partner electronic addresses
- Scheduling transmission sends and receives (24 hours a day)
- Recording the success or failure of each attempted send and receive
- Backing up transmission data for a specific period follows a successful send or receive.

This process is a combination of automated software applications and technical operator review of daily transmission results and intervention to identify technical difficulties or reinitiate transmission or recovery operations.

Communications Management Products

These products consist of software and hardware components. The software component is used to manage the movement of the data and to operate the associated communications hardware. These products are likely to have certain limitations. Applications and sophistication of the software/hardware may vary greatly.

VANs

A Value Added Network (VAN) is a facility used to exchange electronic files between organizations. A VAN can be viewed as a huge community "hard drive" that contains separate storage (Mail Boxes) for its subscribers. It provides a place for the Claim Administrator to send State Reports to and a place to pick up acknowledgements from the states. Such facilities run 24 hours a day and provide "Federal Quality" data security, reliable backup and reliable data transfer with communication level acknowledgement. It relieves each subscriber from considerable hardware, software, and personnel investments and virtually extends your organization's hours of operation. Unless EDI Volume is very large, or an Organization has excess capacity, VANs probably provide a significant cost advantage.

Some protocol differences exist between the major VANS, but once established, VANs provide expansive connectivity to States and Claim Administrators, Employers, and Medical Providers.

E-Mail Address

With the proliferation of Internet Access and E-mail accounts, E-mail could be used to pass attached files (IAIABC or ANSI) much like a VAN stores EDI transmissions. This usage in a State Reporting context is relatively new and feedback on its success is limited. Possible concerns with sending State Reports via E-mail are file capacity limits, data security, and lack of communication acknowledgements. When used between two trading partners, such as a Claim Administrator and Vendor it may be a very viable solution. An experienced EDI Vendor providing connectivity to KDWC may include this type of communication between your organization and the Vendor. **At present, KDWC will not accept EDI claims transactions via e-mail.**

Manage Acknowledgements, Replacement Reports, and Corrections

EDI is the reciprocal transfer of data between organizations. In State Reporting, the state responds to each submitted report with an acknowledgement that the report was accepted, accepted with errors, or rejected. It is the responsibility of the claim administrator to replace rejected reports with acceptable reports and correct data on reports accepted with errors. **A rejected report is not considered filed until it has been corrected, retransmitted, and accepted with or without errors.** Whereas some reports require the prior acceptance of another report, failure to replace rejected reports can cause other reports to be rejected and therefore to be late. This process involves review of state Acknowledgements one or more times a day, to initiate correction. Failure to receive an acknowledgement of acceptance may be used to stop additional reports on that claim until corrections are made.

Manage Acknowledgements, Replacement Reports, and Corrections Products

This functionality may be built as an in-house product or acquired commercially. This function is typically a feature within a multi-feature product.

Submitting Options to Consider

A review of the KDWC Reporting Requirements and your current capabilities is a prerequisite to evaluating the various solutions presented below. Products range from specific EDI functions to integration with your existing system to meet all your state EDI reporting requirements. Make/buy cost comparison, frequency of reporting criteria changes, maintenance, and available lead-times are a few of the criteria that you should evaluate. The viability of any of these product types depends on your specific needs. This IG and the options presented in it should be part of a formal process that includes management, claim, and technical staff participation.

Workers Compensation EDI Reporting Products

State Reporting Products vary and may include several to all of the following features:

- Managing State Reporting Requirements.
- Capturing State Report Data.
- Editing for Data Content and Quality.
- Translating Data into or from IAIABC or ANSI formats.
- Managing Communications (report transmissions).
- Managing acknowledgements, replacement reports, and corrections.

Stand Alone and Server-Based Workers Compensation EDI Reporting Products

Workers Compensation EDI reporting products are available in stand-alone and server-based versions. A stand-alone version is a single workstation that can be used to process the entire organization's state reports. A server-based system allows multiple users so that EDI state reporting data entry or management can be distributed to many workstations. Claim volume or number of locations, and whether the claims system is centralized or distributed may affect the type and number of EDI products needed. These solutions are probably best suited for moderate to high volume claim systems. These services may include or specify a VAN or other communication method as part of the process.

These systems can be used by employers to report to claim administrators or for claim administrators to report to states.

Web-based Data Entry & EDI Reporting Services

Web-based worker's compensation products allow an organization to meet its reporting requirements through totally external processes. With this type of product, a designated claim person signs on to a web site application, selects a state or claim administrator, and enters the data for the claim. The user would log on later to receive the acknowledgement that the claim was accepted, accepted with errors, or rejected and respond accordingly. Because this process requires manual data entry and does not allow for loading data directly from a claim system process, it is probably best suited to low volume users. Expect the unit per claim charge to be higher than high volume solutions but this option requires little commitment or investment.

These systems can be used by employers to report to claim administrators or for claim administrators to report to States.

Claim EDI Reporting Services

Several claim administrators have created or contracted with claim reporting services. These services may accept claims reported by telephone, fax, or E-mail. When they serve as your EDI submitter, they will perform the equivalent of the EDI reporting features 1 through 6 noted above. The details of each service should be worked out with that particular vendor.

These systems can be used by employers to report to claim administrators or for claim administrators to report to States.

In-house Vs. Vendor Products and Services

Implementing EDI is a complex process. EDI knowledge and experience is of major value and consideration to avoid the major pitfalls associated with developing and implementing EDI. Most EDI implementations are a combination of in-house and EDI vendor products and services. Consider both short term and long term EDI Objectives. Your success will depend on knowing which to use for what purpose.

The involvement of vendors may simplify and reduce the analysis effort required by claim administrators and ultimately lower implementation and operation costs. Many products include specialized automated routines that require in-depth knowledge of EDI standards, protocols, and each state's requirements. Off-the-shelf products may avoid consuming talents from high priority projects, cost less, and be available in the time allowed. Dedicated services and products may allow your organization to focus on providing claim services instead of EDI reporting.

Each organization should analyze its capabilities, weaknesses, and Plan of Operation to decide upon the best mix of in-house and vendor services. Questions to consider when choosing an EDI Vendor Product or Service:

- Are they an experienced IAIABC standards vendor?
- How much IAIABC participation and knowledge of the EDI standards do they have?
- How much EDI experience and knowledge do they have?
- How much workers compensation experience and knowledge do they have?
- Are they in EDI production and in how many states?
- Do they have a strong client base?
- Do they provide dedicated customer & technical support?
- Do they provide EDI and software training?
- What experience do they have with the IAIABC flat files and ASC (ANSI) X12 record layouts?
- Are they committed to quality assurance in data submission and software testing?
- Are they financially secure?
- How do their clients evaluate their products and services?

What can an Experienced EDI Vendor or Service Provider do for you?

There are EDI Vendors experienced with the IAIABC standards that can provide EDI software packages, web based claim-reporting services, paper processing to EDI Services, value added networks (VANs) service, Internet services and EDI consulting services. The IAIABC can provide a list of vendors that are experienced in EDI technology and workers' compensation requirements. In addition, the Department of Labor, Workers Compensation web site (see EDI Project) lists approved vendors currently in EDI production status in Kansas.

Some of the Services and Products Vendors can Provide Include (but are not limited to):

- Software to submit data electronically

- Data editing prior to transmission to the state

- Return acknowledgement processing

- Management tools and reports to ensure quality data is reported to the state

- Web-based claim form submission

- Liaison between the carrier/trading partner and the state

- Training and orientation in EDI, state requirements, software, etc

- Help with EDI testing and implementation

- Provide business and technical support

- Consulting services, analysis of your needs and system requirements

- See the KDWC web site for a list of EDI vendors

NOTE: KDWC does not recommend or advise against the products or services of any vendor. KDWC suggests that EDI participants carefully review experienced vendor products and claims as well as contacting customers and other participants to benefit from their experience.

KDWC EDI Trading Partner Process

The usual steps to becoming a KDWC Trading Partner are provided in this section. Some of these steps involve tasks that have been explained in prior sections and are offered here as reminders.

Your business environment may dictate you take supplemental steps to those being suggested below. Or, you may find it unnecessary to repeat some of these steps to become a trading partner with KDWC. We do, however, emphasize that Kansas does require that you formally comply with Steps 1, 5, 6, and 8 listed below.

Instructions for completing the referenced forms are provided in the related sections. If, after reviewing the steps you would like to discuss them further, please call the KDWC EDI Test Coordinator at (256) 704-2021.

1. Contact the IAIABC/Purchase the IAIABC EDI Release I Implementation Guide

A clear understanding of the IAIABC EDI Release 1 definitions and standards is required to be a successful EDI Trading Partner in Kansas. Visit their web site http:\\www.iaiabc.org, or call them at (608) 608-6355 to obtain a copy of their Implementation Guide and other publications that may assist you in implementing Kansas EDI requirements.

Kansas Division of Workers Compensation EDI Implementation Guide (this Guide) provides supplemental, Kansas-specific, information to that provided in the IAIABC EDI Release I Implementation Guide.

2. Appoint an EDI Coordinator

The KDWC EDI coordinator will expect the completed EDI Trading Partner Agreement and the Claim Administrator EDI Profile before the test plan can be finalized. Copies of the Trading Partner Agreement and Profile forms are available on the following pages and from the Kansas web site. Send the completed forms to the KDWC EDI Coordinator immediately even if you plan to test at a later date so that the KDWC EDI Coordinator can reserve an appropriate place for you in the testing and implementation schedule.

Once the Trading Partner Agreement and Profile have been received, the Kansas EDI Coordinator will contact you to develop and agree upon a testing and implementation plan and schedule. During this initial contact, the Kansas EDI Test Coordinator will ask for the name and contact information for your EDI Implementation Coordinator if that information has not already been received from you. Our expectation is that your EDI Implementation Coordinator will be a person knowledgeable about

- Your source data,
- How to retrieve it,
- Your business process and systems that support it,
- And be empowered to speak on behalf of your organization.

KDWC expects continuing implementation contacts will be handled through your EDI Implementation Coordinator.

We recommend that your EDI Implementation Coordinator attend all KDWC informational meetings, become involved in the IAIABC EDI committees, and other organizations that will assist your company in becoming knowledgeable in the EDI standard processes. KDWC does not endorse nor will we financially assist you in any of these endeavors. These are suggestions and recommendations that you may find helpful.

3. Review Kansas EDI Data Requirements and Claim Events that Require Reporting

Refer to Steps to Implement EDI and review the Report and Data Requirements and EDI Reports and Related Events sections. From your review of this detail section your EDI Implementation Coordinator will have a list of data elements (which use the IAIABC name and numbers defined in the <u>IAIABC Release 1 Implementation Guide</u>) and the business events or situations that trigger specific EDI transaction to be filed with KDWC.

4. Examine your Kansas WC Business Processes to Determine how Kansas EDI Requirements Fit with them

Review how the data elements KDWC requires on its EDI reports are:

- Captured in your claim data source system.

- How you will supplement your system's data capture routines.

- How you will build the EDI transactions for the transmission communication methods you will use to send those transactions to KDWC.

5. Complete and Return the Kansas EDI Trading Partner Agreement

KDWC requires that the Trading Partner Agreement form be completed by the business entity that is the source for the claim data. The source is usually the Claim Administrator handling the claim but the source may be the insurance carrier or a self-insured or non-insured if a Third Party Administrator is handling the claim on their behalf. Complete the Trading Partner Agreement **immediately** and send the Agreement to the Kansas EDI Test Coordinator (either via fax or e-mail).

A sample Agreement form follows on the next page for illustrative purposes only. Note that it portrays a partnership agreement between KDWC and a fictitious carrier. A blank KDWC EDI Trading Partner Agreement for your use is included following the illustrative sample. You may remove it from the Guide or you may photocopy it from the Guide and use the photocopy. Or, a blank form can be downloaded from the KDWC web site, printed and used for the same purpose. If the KDWC EDI Test Coordinator has not received a signed and dated Agreement two weeks prior to your mandatory scheduled test date the Test Coordinator will contact you to determine the status of your Trading Partner Agreement.

KDWC EDI Project Agreement Example

KANSAS DIVISION OF WORKERS COMPENSATION ELECTRONIC DATA INTERCHANGE (EDI) PROJECT AGREEMENT

This is an agreement between the parties named below to use Electronic Data Interchange (EDI) technologies and techniques for the purpose(s) and objective(s) set out below or as amended from time to time in writing by mutual agreement and such further purposes and objectives as the parties may agree in writing from time to time with reference to this Agreement.

1. **Parties.** The parties to this agreement are: Kansas Division of Workers Compensation (hereafter KDWC); and The ABC Insurance Company of Topeka, Kansas (Partner Company) and all other companies within the (Partner Company) authorized to write WC insurance or provide insurance related services (hereafter Reporter).

2. **Purpose.** Reporter is either required to file or may be allowed by law or regulation to file for itself or on behalf of customers or clients a First Report of Injury and Subsequent Report of Injury to the KDWC. The Objective is to initiate, implement, and maintain First Reports of Injury and Subsequent Reports of Injury through electronic filing.

3. Both agree that the Objective is lawful and performance hereunder shall be deemed complete performance of the parties' obligations under any law or regulation governing the Objective. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to KDWC or any related governmental entity for permission to file information electronically.

4. Exhibit A, annexed and incorporated in this Agreement, sets forth the following mutually agreed elements of the arrangement between the parties.

   1. The schedule form, including data element definitions, and format of the data transmissions from the Reporter, including original submissions and corrections or resubmissions as needed (data transmissions).

   2. The test and implementation plan and schedule under which the parties will prepare to send and receive data from each other.

   3. The schedule, form, including data element definitions, and format of data transmissions from the KDWC, including acknowledgments, notices of error or notices of acceptance as applicable (data transmissions).

   4. The Value Added Network (VAN) or other data transport vendor or method that will be used to transmit and receive data transmissions.

   5. The allocation of data transmission costs between the parties.

5. Each party shall retain the content of data transmissions in confidence to the extent required by law.

Agreed this 12th day of June 2003 for the parties by their duly authorized or lawfully empowered representatives.

J. Paul Jones	*P.T. Administrator*
(signature)	(signature)
J. Paul Jones	P.T. Administrator
(name)	(name)
Branch Claim Manager	Director
(title)	(title)
ABC Insurance Company of Topeka, KS	Kansas Division of Workers' compensation

KANSAS Division of Workers' Compensation [Exhibit A]

A.1.   The Reporter and KDWC agree to use the national EDI standards for First and Subsequent Reports of Injury, Release I, established by the International Association of Industrial Accident Boards and Commissions, in any available format (i.e. flat file or ANSI X12).

B.1.   The Project will commence with the transmission of the version of the First Report Injury defined per paragraph C3 below on __July 1, 2002_____. During the testing phase, the Reporter will be required to file paper forms in addition to the electronic transmission of records. Once the testing requirements are met, the Reporter will no longer be required to file paper forms or the OCC format with the KDWC. If the Reporter's customers are required to file a paper copy of the First Report, the KDWC agrees to waive the requirement for all reports made to the KDWC by the Reporter on behalf of its customers.

B.2.   The parties will perform a test of the reporting system. The test will determine whether the transmission mechanism is acceptable. Acceptance will occur when the parties agree that 85% of all electronic first reports (a) meet or pass all technical requirements for the test period, which shall be no longer than four (4) consecutive weeks. The term of the test will not exceed 90 days unless an extension is agreed to between the parties.

C.1.   The format of data elements and definitions will conform to the International Association of Industrial Accident Boards and Commissions (I.A.I.A.B.C.) data dictionary as it is today and as amended from time to time and approved by the I.A.I.A.B.C. or as otherwise agreed between the parties in writing.

C.2.   The transmission of data will occur on Tuesday of each week from the Reporter or as otherwise agreed and will be received by the KDWC within the following business week.

C.3.   The data elements for the First and Subsequent Reports and their priority are found on the attached trading partner table. (Attachment 1) Additional tables for other reports and forms can become part of this agreement by mutual agreement between the parties.

C.4.   Any error in transmission will be timely identified by the KDWC, but not greater than five (5) business days.

D.1.   Transmission will be accomplished via the Value Added Network (VAN) or web or other transmission method as agreed between the parties from time to time.

E.1.   The Reporter shall pay transmission cost for all reports being sent to the KDWC. KDWC shall not bear the costs of any transmissions to the Reporter; Reporter shall pay transmission costs for all reports sent by KDWC to the Reporter.

Trading Partner Agreement

KANSAS ELECTRONIC DATA INTERCHANGE (EDI) PROJECT AGREEMENT

This is an agreement between the parties named below to use Electronic Data Interchange (EDI) technologies and techniques for the purpose(s) and objective(s) set out below or as amended from time to time n writing by mutual agreement and such further purposes and objectives as the parties may agree in writing from time to time with reference to this Agreement.

1. **Parties.** The parties to this agreement are: Kansas Division of Workers' Compensation (hereafter KDWC); and _____ (Partner Company) and all other companies within the (Partner Company) authorized to write WC insurance or provide insurance related services (hereafter Reporter).

2. **Purpose.** Reporter is either required to file or may be allowed by law or regulation to file for itself or on behalf of customers or clients a First Report of Injury and Subsequent Report of Injury to the KDWC. The Objective is to initiate, implement and maintain First Report of Injury and Subsequent Report of Injury through electronic filing.

3. Both agree that the Objective is lawful and performance hereunder shall be deemed complete performance of the parties' obligations under any law or regulation governing the Objective. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to KDWC or any related governmental entity for permission to file information electronically.

4. Exhibit A, annexed and incorporated in this Agreement, sets forth the following mutually agreed elements of the arrangement between the parties.

    1. The schedule form, including data element definitions, and format of the data transmissions from the Reporter, including original submissions and corrections or re-submissions as needed (data transmissions).
    2. The test and implementation plan and schedule under which the parties will prepare to send and receive data from each other.
    3. The schedule, form, including data element definitions, and format of data transmissions from the KDWC, including acknowledgments, notices of error or notices of acceptance as applicable (data transmissions).
    4. The Value Added Network (VAN) or other data transport method or carrier that will be used to transmit and receive data transmissions.
    5. The allocation of data transmission costs between the parties.

5. Each party shall retain the content of data transmissions in confidence to the extent required by law.

Agreed this _____ day of _____ 200_ for the parties by their duly authorized or lawfully empowered representatives.

_____   _____
(signature)   (signature)

_____   _____
(name)   (name)

_____   _____
(title)   (title)
                                                            Kansas Division of Workers' Compensation

KANSAS Division of Workers' Compensation [Exhibit A]

A.1.   The Reporter and KDWC agree to use the national EDI standards for First and Subsequent Reports of Injury, Release I, established by the International Association of Industrial Accident Boards and Commissions, in any available format (i.e. flat file or ANSI X12).

B.1.   The Project will commence with the transmission of the version of the First Report Injury defined per paragraph C3 below on _____. During the testing phase, the Reporter will be required to file paper forms in addition to the electronic transmission of records. Once the testing requirements are met, the Reporter will no longer be required to file paper forms with the KDWC. If the Reporter's customers are required to file a paper copy of the First Report, the KDWC agrees to waive the requirement for all reports made to the KDWC by the Reporter on behalf of its customers.

B.2.   The parties will perform a test of the reporting system. The test will determine whether the transmission mechanism is acceptable. Acceptance will occur when the parties agree that 85% of all electronic first reports (a) meet or pass all technical requirements for the test period, which shall be no longer than four (4) consecutive weeks. The term of the test will not exceed 90 days unless an extension is agreed to between the parties.

C.1.   The format of data elements and definitions will conform to the International Association of Industrial Accident Boards and Commissions (I.A.I.A.B.C.) data dictionary as it is today and as amended from time to time and approved by the I.A.I.A.B.C. or as otherwise agreed between the parties in writing.

C.2.   The transmission of data will occur on _____ of each week from the Reporter or as otherwise agreed and will be received by the KDWC within the following business week.

C.3.   The data elements for the First and Subsequent Reports and their priority are found on the attached trading partner table. (Attachment 1) Additional tables for other reports and forms can become part of this agreement by mutual agreement between the parties.

C.4.   Any error in transmission will be timely identified by the KDWC, but not greater than five (5) business days.

D.1.   Transmission will be accomplished via the Value Added Network (VAN) or web as agreed between the parties from time to time.

E.1.   The Reporter shall pay transmission cost for all reports being sent to the KDWC. KDWC shall not bear the costs of any transmissions to the Reporter; Reporter shall pay transmission costs for all reports sent by KDWC to the Reporter.

6. Complete and Return the Sender's Trading Partner Profile

The sender of the EDI transaction is required to complete the Trading Partner Profile. The sender may or may not be the same business entity that is the source or owner of the data, otherwise referred to as the data Reporter. The sender may be the Third Party Administrator or the sender may be the insurance carrier or the self-insured, self-administered employer. However, the data Reporter must advise the KDWC EDI Coordinator of the name and contact information for the sender of the data if the sender is other than the Reporter who signed the Trading Partner Agreement forms (see #6 above).

The Sender ID (identification) is required on the Trading Partner Profile. A Sender ID is composed of the sender's Master FEIN and physical address postal code. A separate Trading Partner Agreement form for each Sender ID is required.

For example: One Trading Partner Profile is required if a sender is forwarding the EDI information for more than one company, from its same location (postal code). The sender may choose which FEIN it designates as the master FEIN.

Multiple Trading Partner Profiles are required if a sender has more than one location (postal code) from which it will be forwarding data. A separate Trading Partner Profile is required for each unique FEIN/location (postal code) originating data transfers.

Further, if one company has a centralized computer location from which it is sending data for more than one claim office then only one Sender Trading Partner Profile is required (all data transfers are originating from the same FEIN and location). However, if one company is sending data from many different offices each originating a data transfer from its decentralized computers, then separate profiles are required for each sender location even though all are for the same company. In summary, the administrator or organization acting on behalf of the administrator (to compile, transmit, and correct reports required by KDWC) must complete this form as part of the pre-implementation requirements.

The Trading Partner Profile form follows on the next page. You may copy the form from the Guide or you may download a copy of the form from the KDWC web site. Complete the copy of the form and send it to the KDWC EDI Test Coordinator. Detail instructions for completing the form follow the pages with the blank form.

Kansas Trading Partner Profile Application and Confirmation Form

Form Data Entry Requirements: (M) Mandatory (C) Conditional (O) Optional

Purpose: **[ ] Submit**   **[ ] Change**   **[ ] Delete**   **Trading Partner**

A. (M) Trading Partner Name: _____

B. (M) Trading Partner Type: [ ] Insurer [ ] Third Party Administrator
     [ ] Self Insured Self Administrated

C. (M) In Production Status with other   IAIABC State(s):   [ ] No [ ] Yes

D. (M) Plan to use Kansas Web Claim Data Entry Option   [ ] No [ ] Yes
   (C) If yes ,anticipated annual claim volume: (C) Qualifying Reason: _____

E. Trading Partner (Sender) ID   1. (M) FEIN: _____
     2. (O) TP 3 digit ID (If allowed by State): _____
     3. (M) Postal Code: _____

F. Trading Partner Physical Address   1. (M) Street Address: _____
     2. (M) City: _____
     3. (M) State: _____
     4. (M) Postal Code: _____

G. Trading Partner Mailing Address   1. (O) Street Address: _____
   (If Different)
     2. (O) City: _____
     3. (O) State: _____
     4. (O) Postal Code: _____

H. EDI Business Contact Info.   1. (M) Name: _____
     2. (M) Title: _____
     3. (M) Phone: _____
     4. (M) E-mail Address
       (preferred): _____
       or Fax) Fax: _____

Complete Section I if using a vendor's data entry service or web data entry EDI solution and skip J & K.

I. Vendor Information   1. (M) Vendor Name: _____
     2. (M) Vendor Contact Name: _____
     3. (M) Vendor Contact Phone Number: _____
     4. (O) Vendor Contact E-mail Address: _____

Complete Section J if your Information Technology Staff operates your EDI system, or Imports or Exports Transactions to Client State.

J. EDI Trading Partner's Information   1. (M) Name: _____
   Technology Contact Information
     2. (M) Title: _____
     3. (M) Phone: _____
     4. (M) E-mail (preferred): _____
       or Fax: _____

Complete Section K if your organization controls the File Type or Network used.

K. EDI Communication Information   1. (M) EDI File Type: IAIABC Flat File   R1 [ ]   R2 [ ]   R3 [ ]
           ANSI 148/824 Version (3041) [ ]   TBD [ ]

     2. (M) Network: [ ] AT&T
           [ ] Transmitter
           [ ] Advantis   Mailbox ID: _____
                       Account ID _____
                       Message Class: _____

KDWC Trading Partner Information

A. Trading Partner: Kansas Division of Workers' Compensation

B. EDI Requirements:
   1. Implementation Requirements

   Release 1 Optional EDI Implementation Date: ___/___/___

   Release 1 Mandatory EDI Implementation Date: ___/___/___

   Release II Optional EDI Implementation Date: None at this time

   Release II Mandatory EDI Implementation Date: None at this time

   2. File Format Requirements

      1. IAIABC R1 Flat Files
         Record Delimiter: carriage return line feed

      2. ANSI 148 & 824 Version (3041)
         Segment Terminator: ~
         ISA T/P Information: Test/Production
         Data Element Separator: *
         Sub Element Separator: >
         ID: Use Master FEIN + extension if needed
         Acknowledge 824 Transmissions?   Yes
         Acknowledge 997 Transmissions?   Yes

C. Communication Information

   1. KDWC (RECEIVER) ID:

      FEIN: 486029925
      Filler: Blank
      Postal Code: 666121227

   2. Network: (Use one of the following)

      AT&T:
         Mailbox ID: f1kswc01
      Transmitter: KS
         User ID:
      Advantis
         Mailbox ID: WCST034
         Message Class: N/A
         Account ID: WCST

D. Business Contact Information

   1. Business Contact Name: David Sprick

   2. Business Contact Address: 800 SW Jackson Suite 600
                                          Topeka, KS 66612-1227
   3. Business Contact Phone Number: 785.296.4120
   4. Business Contact E-mail Address: david.sprick@dol.ks.gov
   5. Business Contact Fax: 785.296.0839

E. EDI Coordinator & Technical Contact Information

   1. IT Contact Name: Sharon Marion

   2. IT Contact Phone Number: 256.704.20.21
   3. IT Contact E-mail Address: ks_edi@claimsharbor.com
   4. IT Contact Fax Number: 413.845.8238

Instructions for Completing the Kansas Trading Partner Profile Application and Confirmation Form

Each Sender completes Kansas Trading Partner Profile Application and Confirmation Form parts A through K. The KDWC Trading Partner Information section provides Receiver information which your vendor or organization will require to submit claim reports to and receive acknowledgements from KDWC. You may use a copy of this form from the KDWC IG or obtain a copy preprinted from the KDWC web site. The completed form is to be faxed or e-mailed to the KDWC EDI Coordinator.

TRADING PARTNER PROFILE APPLICATION AND CONFIRMATION FORM (SENDER'S) INFORMATION:

Purpose: Check one: Submit, Change, or Delete.

Check **Submit** to establish your KDWC account, which is required of all KDWC Trading Partners.

Check **Change** to revise any previously submitted contact information or vital processing information such as Trading Partner ID, Vendor, Van, File Type, etc.

Check **Delete** to terminate a Trading Partner Account.

NOTE: The KDWC EDI Coordinator may contact you to verify information.

The KDWCEDI Coordinator will contact you if you have submitted vital processing information changes to discuss the potential impact and make the associated EDI Trading Partner migration/processing plans as necessary.

Sections A-G

Please enter all Mandatory Information. Definitions are provided to assist you. Failure to complete or submit this form may affect your implementation schedule and place your organization in an out of compliance status with Kansas requirements. Please contact the KDWCEDI Coordinator if questions arise or you need assistance.

Trading Partner Name: The name of the business entity that is reporting a Kansas Workers' Compensation Claim

Trading Partner Type: The type of Claim Administrator reporting a Kansas Workers' Compensation Claim

In Production Status with other IAIABC State(s): Indicates if the KDWC Trading Partner applicant has attained production status using IAIABC standards in other states.

Plan to use Kansas Web Claim Data Entry Option: Mark "Yes" or "No" to apply to use the Kansas web facility to data enter EDI Reports. **This option is available to claim administrators but requires KDWC authorization.** Use of this option is recommended for claim administrators who report 100 or fewer claims a year to KDWC, or qualifying reason.

If yes, enter anticipated annual volume: The number of Claims/ a KDWC Trading Partner applicant using the Kansas web claim data entry option expects to exchange per year.

If yes, enter Qualifying Reason: If your organization submits more than 100 claims a year to KDWC, enter the reason the Kansas web site data entry option is requested.

NOTE: The KDWC EDI Coordinator may contact you to review your request to use the Kansas web facility for report data entry.

The KDWC EDI Coordinator will advise the business contact of the status of your request and if authorized assign a User ID and Password by E-mail.

Trading Partner (Sender) ID:

FEIN: The Federal Employer's Identification Number of the Trading Partner.

TP 3-digit ID (If allowed by State): An optional 3-digit ID that may be used by the Trading Partner to manage its EDI distribution process.

Postal Code: The 9-position ZIP code (ZIP+4) for the trading partner's physical location address.

Trading Partner Physical Address:

Street Address: The street address of the trading partner's physical location. It will represent where materials may be received when using delivery services other than the U.S. Postal Service P.O. Box address regarding "this" trading partner.

City: The city of the trading partner's physical location address.

State: The 2-character standard state abbreviation for the trading partner's physical location address.

Postal Code: The 9-position ZIP code of the street address. The ZIP code combined with the trading partner's FEIN is used to identify the sender.

Trading Partner Mailing Address (If Different): The mailing address used to receive deliveries via the U. S. Postal Service. If this address is the same as the physical address, indicate "Same as above."

Sections H-J

Trading Partner Contact Information

In this section, include the information about those individuals we may contact regarding your EDI filings. There are three types of contacts and each address a different area of EDI processing when issues are encountered and your organization's assistance is needed to resolve the issue. Though unusual, one person may serve as **all three** types. Please read the definitions below and include the names and information as appropriate for your firm.

Business Contact: The individual most familiar with the overall data extract and transmission process within your business entity. He/she may be the project manager, business systems analyst, etc. This individual should be able to respond to any issues that may arise from other than the actual process of transferring the data from your business to the KDWC's receipt. Please provide the following information:

Name: The name of the contact.

Title: A descriptive term for the duties that the contact person performs.

Phone: The telephone number where the contact can be reached during normal business hours.

E-mail Address (preferred):   If the contact has an e-mail address, please include the exact address where the Kansas EDI Coordinator may reach him/her.

FAX: If a FAX is available, please include the telephone number of the FAX machine.

Vendor Contact: The Vendor to be contacted if transmission or product/services issues arise. Complete Section I if using a Vendor's Data Entry Service or other data transport vendor or method or web data entry EDI solution and skip J & K. This individual will be the point of contact for the appropriate product technical or business specialist. Please note that compliance and data quality issues are referred to the Trading Partner and not to the vendor. Please provide the following information:

> **Vendor Name**:   The name of the contact.
>
> **Vendor Contact Name**:   The name of the contact person at the vendor location.
>
> **Title**:   A descriptive term for the duties that the contact person performs.
>
> **Phone**: The telephone number where the contact can be reached during normal business hours.
>
> **E-mail Address (preferred)**:   If the contact has an e-mail address, please include the exact address where the KDWC EDI Coordinator may reach him/her.
>
> **FAX**:   If a FAX is available, please include the telephone number of the FAX machine.

Technical Contact: The individual within your organization that is to be contacted if issues regarding technical or transmission process arise. Complete Section J if your Information Technology Staff operates your EDI system, or Imports or Exports Transactions to Client State. This individual may be a telecommunications specialist, computer operator, etc. If your organization uses a vendor product where "all" report information is keyed directly into that product, this type of contact does not apply to your organization.

> **Name**:   The name of the contact.
>
> **Title**:   Descriptive term for duties performed.
>
> **Phone**: The telephone number where that contact can be reached during normal business hours
>
> **E-mail Address**:   If the contact has an email address please include the exact address at which the KDWC EDI Coordinator may reach him/her.
>
> **FAX**:   If FAX facilities are available, please include the telephone number of the FAX machine.

Section K

EDI Communication Information

Complete Section K if your organization controls the File Type or Network used. Please enter all Mandatory Information. Definitions are provided to assist you. Please contact the Kansas EDI Coordinator if questions arise or you need assistance. Failure to complete or submit this form may affect your implementation schedule and put your organization out of compliance with Kansas Requirements.

A Value Added Network (VAN) will be used to exchange data; the trading partner will specify the electronic mailbox to which data can be transmitted. Separate mailbox information may be provided for transmitting production versus test data.

EDI FILE TYPE: Check the appropriate File Format(s)

> **NETWORK**:   Three VAN options are included on the profile. Complete the box for the VAN you will be using. Leave the others blank.
>
> **USER ID**:   Identifies a trading partner's VAN mailbox/services. (Transmitter Only)
>
> **ACCT ID**:   Identifies a trading partner's VAN mailbox/services. (Advantis Only)
>
> **MESSAGE CLASS**:   Enter the message class if appropriate. (Advantis Only)

KDWC Trading Partner Profile

Trading Partner: The receiver is the Kansas Division of Workers' Compensation (KDWC).

EDI Requirements

Implementation Requirements

Release 1 Optional EDI Implementation Date: The first date that a Trading Partner MAY submit IAIABC R1 EDI Files under Production EDI transactions to KDWC

Release 1 Voluntary EDI Implementation Date: The date on which a Trading Partner will submit IAIABC R1 EDI Files under Production EDI transactions to KDWC as agreed upon.

File Format Requirements: The IAIABC Release that applies and the acceptable File Format types and versions.

Receiver's Flat File Record Delimiter: This character used by Trading Partners (claims administrators) to indicate the end of each physical record when submitting flat file transactions formatted according to the IAIABC proprietary standards.

Receiver's ANSI X12 Transmission Specifications

Segment Terminator: A character that indicates the end of a segment.

ISA T/P Information: Used to identify a transaction as Test or Production to prevent the inappropriate posting of data to test or production systems.

Data Element Separator: A character that separates data elements.

Sub Element Separator: A character that separates data elements within compound data elements.

ID: Identifies the trading Partner

Acknowledge 997: Indicates that a transmission will or will not be acknowledged in regard to complete and structurally correct exchange of data.

Acknowledge 824: Indicates that a batch or transaction will or will not be acknowledged in regard to business data content requirements and specific business deficiencies.

EDI Communication Information

This section specifies KDWC's Value Added Network (VAN) mailboxes, to which claims administrators can transmit EDI transactions to KDWC.

FEIN/Postal Code: The Federal Employer's Identification Number and 9-position ZIP code (ZIP+4) of KDWC that uniquely identifies KDWC as a trading partner.

Network: The name of the VAN service on which the KDWC's mailbox can be accessed.

Network Mailbox Acct ID: The name of the KDWC mailbox on the specified VAN.

Network User ID: This is the identifier of the KDWC's entity to the VAN.

Contact Information: This section identifies individuals assigned by KDWC to address EDI Claim Reporting issues.

EDI Coordinator: This is the individual who is assigned to handle all Trading Partner Submissions, Changes, or Deletions and route all TECHNICAL issues.

Business Contact: This is the individual assigned to address all business and Kansas Compliance questions.

All other inquires may be addressed to General Information.

7. Complete the Reporter's Trading Partner Transmittal Form

A "Reporter" is an insurer, third party administrator or other reporting entity that transmit reports electronically to a jurisdiction on behalf of other Trading Partners. The Reporter's Trading Partner Transmittal Form is used to expedite the processing of and scheduling of a group of trading partners using the same "Reporter." Enter the EDI Contact information in the "From" section of the transmittal form. When the "Reporter" is a TPA performing claim administration for the claims reported, a Trading Partner Agreement and Profile is only required of the TPA. If the "Reporter" is transmitting reports administrated by others, attach a Trading Partner Agreement and Profile for the "Reporter" and each organization it will be transmitting reports on behalf of. Coordinate collection of these documents from the individual organizations. Each transmittal form allows for the entry of twenty five trading partners. Complete as many forms as required. Retain a copy of the transmittal packet, and send the originals to the state contact listed in the "To" section of the form. Fax a copy to the KDWC EDI Coordinator.

Reporter's Trading Partner Transmittal Form

TO: State of Kansas
Department of Labor
Division of Workers' Compensation
Attn: David Sprick
800 SW Jackson Suite 600
Topeka, KS 66612-1227

FROM: (*Reporter Name*)
       (Reporter Attention Line)
       (Reporter Address Street)
       (Reporter Address City, State, Postal Code
       Reporter Telephone Number

    *Master FEIN:_____ ***Postal Code:**_____
    Form _____ of _____

- See Instructions.

#	LEGAL NAME	FEIN
1		
2		
3		
4		
5		
6		
7		
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10		
11		
12		
13		
14		
15		

#	LEGAL NAME	FEIN
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Instructions for completing the Reporter's Trading Partner Transmittal Form

Each "Reporter" completes one or more Reporter Trading Partner Transmittal Forms for all of the trading partners they transmit reports to KDWC on behalf of. You may use a copy of this form from the KDWC IG or obtain a copy preprinted from the KDWC web site. The completed form is to be faxed or e-mailed to the KDWC EDI Coordinator.

FROM Reporter Section

Reporter Name: Enter the legal name of the organization, an insurer, self-Insurer, third party administrator, or other reporting entity, who is submitting reports on behalf of others.

Reporter Attention Line: Enter the name of the reporter's organization, typically their EDI Coordinator, who is coordinating the submission of the Trading Partner Agreements and Profiles.

Reporter Street Address: Enter the street address for the person identified in the attention line.

Reporter City: Enter the city address for the person identified in the attention line.

Reporter State: Enter the state address of the person identified in the attention line.

Reporter Postal Code: Enter the postal code address of the person identified in the attention line.

Reporter Telephone Number: Enter the telephone number of the person identified in the attention line.

Master FEIN: Enter the FEIN associated with the Reporter Name listed on the form. If a Reporter performs EDI reporting services as separate entities, then a separate Reporter Trading Partner Transmittal Form is required for each and will contain the associated FEIN.

Postal Code: Enter Postal Code location associated to the Master FEIN.

Form: The transmittal of trading partners may require one or more "Transmittal Forms." Enter the number that corresponds to each successive form prepared for a transmittal to the state EDI Coordinator.

Of: Enter the total number of forms prepared to transmit a Reporter's Trading Partner Agreement and Profile forms.

Trading Partner List

For each Trading Partner the reporter transmits reports on behalf of, complete the following.

Legal Name: Enter a legal name of one of the Reporter's Trading Partners. The first entry should be for the Reporter, and each successive entry a different trading partner. It is recommended but not required that the trading partners be listed in alphabetical order.

FEIN: Enter the FEIN associated to the Legal Name.

8. Schedule Changes to your Internal Business Processes and Systems

Complete any changes to your internal business processes and systems prior to creating test transactions. The test criterion requires that you compile the test transactions from "actual" Kansas workers compensation claims that originate from your source system. This test data must be transmitted to KDWC through whatever reporting and "sending" systems you will use once you are approved to send "production" or live data to us.

9. Contact the KDWC EDI Test Coordinator to Review and Schedule Testing

Following receipt of the executed Trading Partner Agreement and the Trading Partner Profile (due at least 2 weeks prior to your scheduled test date), KDWC will prepare to accept test data from you. We will review your Agreement and Profile to determine whether you may be exempted from part or all of the testing.

Exemptions from Testing

If your organization or vendor uses an approved data transport method and have demonstrated EDI competency in other IAIABC EDI jurisdictions, the EDI Coordinator will advise you that your testing requirements have been reduced accordingly.

See the KDWC Test and Production Process section for KDWC Testing Objectives and Test Schedule Development for information section regarding exception from testing and determination of additional technical considerations and associated testing requirements.

Test Status Advisory

The acknowledgement of your Trading Partner Profile and Agreements from the KDWC EDI Test Coordinator will advise you of your test requirements by indicating how your Test/Production indicator is to be set. You will be advised to set your Test/production status indicator to:

Test and to participate in the scheduled test during your assigned test period if you are not exempted from testing.

Production and begin sending production transactions to KDWC on a mutually agreed upon date, if you are exempted from the test.

Therefore, it is important to complete the Trading Partner Agreement and Trading Partner Profile immediately to determine your test status in a timely fashion.

10. Schedule Training and Implementation for your Staff

Training of your staff in the KDWC requirements is your responsibility. Please feel free to use any of the information contained in this Guide or to make and provide as many photocopies of this Guide as may be needed to assist you in your training. The KDWC EDI Implementation Guide is not copyrighted or protected by copyright. It is provided to assist you in the planning and implementation of our reporting requirements. You may also find it helpful to contact others to identify training service providers. KDWC does not endorse or require that you use any specific certified providers or follow any specific training regimen. KDWC will be holding training sessions that you may find very helpful. See the KDWC web page for KDWC EDI training session information and dates.

KDWC Test and Production Process

Purpose

The objective of testing with KDWC is to ascertain our Trading Partner's technical and business reporting competence.

Technical Competence – Includes the ability to meet IAIABC Release 1 approved record format requirements and the use of an approved data transport method as defined in the following KDWC Implementation Guide sections: Communication Requirements, Kansas Policy for Additional External Connections, Network Requirements, Application Software Requirements, Processing Requirements, and Restrictions.

Business Competence – examines report data content to determine if it meets the quality standards of the KDWC. Business competence is demonstrated by the ability to submit FROI and SROI reports in the correct sequence and to pass the KDWC EDI System's edits for data presence and content.

Test Schedule – Test Plan Development

All KDWC trading partners who voluntarily participate in Kansas EDI are scheduled for testing on a first come first served basis and are required to complete the full test program. Trading Partners who do not use an approved data transport method must either secure such services or seek approval of their data transport method in accordance with the technical competency requirements referenced above. Please note that all programming and associated costs will be borne by the Trading Partner and that passing extensive technical and business competency testing is required.

Exemption from Testing: The Division's exemption testing policy is as follows:

- As stated on page 101, Trading Partners who use an approved data transport method with demonstrated competence reporting to another WC jurisdiction using IAIABC EDI Release 1 standards *may* be required to send only one test file to KDWC to validate connectivity.

- If a trading partner is in production with at least one other Release 1 state and using an approved experienced EDI vendor's compliance reporting system (Compliance Reporting System is comprised of data capture, data validation and data transport) in that state and plan to use the same vendor compliance reporting system in Kansas then the trading partner is only required to complete the technical capability testing, and is not required to pass the FROI/SROI business content testing.

- From the vendor's point of view, if they are sending data on behalf of a client in one Release 1 state (in production) and that client wants to do the same for their reporting in Kansas they are only required to complete the technical capability test to establish connectivity (one original FROI including Header Record with Test/Production indicator of T, the "00" Original FROI, and Trailer Record). Vendor's client will not be required to proceed through the FROI/SROI business content testing. Once connectivity has been established client will be moved into production status. **Please note, the Division allows exemption to testing on the assumption that the vendor's testing with each client on data capture, data validation and data transport has built-in checks and balances that render additional testing redundant**. **If this proves not to be the case the Division will require full testing for each vendor client.**

A list of vendors is available on the KDWC web site.

* Please note that WC Reporting Products typically use an approved Data Transport vendor and meet IAIABC electronic record requirements, and varying levels of data editing and compliance with other EDI business rules.

All other KDWC EDI Trading Partners are required to complete the Test Plan during their assigned Test Plan Scheduled period. However, testing will be required of all non-exempted Trading Partners. Trading Partners must complete a test prior to their agreement's implementation date.

Two weeks prior to the first day of the scheduled test period, the trading partner or vendor must complete and submit the Trading Partner Agreement and the Sender Trading Partner Profile to the KDWC EDI Test Coordinator. You may contact KDWC Test Coordinator in either of the following manners.

- Via e-mail at Ks_EDI@claimsharbor.com or
- By telephone at (256) 704-2021.
- By fax at (413) 845-8238

You must contact the KDWC EDI Test Coordinator prior to sending any Test transaction(s):

- If you have any questions about the test,
- To confirm your testing readiness, or
- If you have not heard from the KDWC EDI Test Coordinator the week before your scheduled test period begins.

Though not required, every Trading Partner may benefit by a pretest review of the KDWC edits for each data element.

Having a "test plan" does not mean or require that a formal, testing document be exchanged between the participants. Rather, a discussion of a test plan is intended to take place and result in an understanding of the procedures and the processes involved.

Test Plan Procedures

Different testing procedures apply depending upon the transmission mode you will be using to send data to KDWC; see below description for web users and VAN mailbox users.

Kansas Division of Workers Compensation will not accept reports on paper from a claim administrator approved for production status after the agreed upon Production date for that claim administrator.

Test Overview for Web Users

The Kansas Division of Workers' Compensation's web site facility for on-line data entry of Kansas EDI reports is provided as a reporting option for claim administrators. KDWC authorization is required before this option can be used. KDWC recommends that this option be used by claim administrators with less than 100 claims per year to KDWC, or Special Reason to use this option. Refer to the EDI Trading Partner process section: 6 - Complete and Return the Senders Trading Partner Profile section to request this option and EDI Coordinator response. Claim Administrators using the web site data entry as the transmission mode need only test that they can access the KDWC web data entry site with their user name and password.

Reporter/Sender need only successfully enter a single record of one "real" Kansas workers' compensation claim. The "real" claim may be an open or closed claim – a claim with either status is acceptable.

The entry of one claim is sufficient and needs to be done only once for First Reports. The web site will automatically perform data format and validation edits and will only accept data in the correct format.

Test Overview for All Other Kansas Trading Partners

During the testing process and until notified otherwise by KDWC's EDI Test Coordinator of attaining Production Status, Claim Administrators, on behalf of their employer clients, must continue to provide the Kansas Workers' Compensation Division the paper Employers Report of Injury K-WC 1101-A (Rev. 1-02), or the electronic Kansas Open/Closed Claim Study flat file record. Any premature discontinuance by either the Claim Administrator or Employer could result in fines or penalties (see Fines and Penalties) for improper reporting.

There are six steps in the KDWC testing process, as follows.

1. Pre-testing Requirements

2. Technical Capability Test

3. Business Content Test File (First Reports of Injury)

4. Kansas Test Completion (First Reports of Injury)

5. Business Content Test File (Subsequent Reports of Injury)

6. Kansas Test Completion (Subsequent Report of Injury)

Testing will continue until the Claim Administrator meets Kansas data quality requirements as detailed following in Step 3. Continuing the testing may require additional test documents from those described in the following steps should the tester not pass a given level of testing.

Step 1: Pretest Requirements

Each Test submitter must request to be placed on the KDWC Test Schedule and ask the Kansas-EDI Coordinator to assign a test time period. Once the test time period is established, each Claim Administrator must prepare for the test. Complete and submit a Trading Partner Profile and Trading Partner Agreement. The required forms and instructions for completing them can be found in preceding sections 5 and 6.

Once KDWC EDI Test Coordinator has received and acknowledged the Trading Partner Profile and Trading Partner Agreement, the KDWC EDI Test Coordinator will review the testing guidelines, address any questions you may have, and confirm the scheduled time frame to submit Test files. Test transactions are required to be submitted on actual or "real" Kansas open or closed workers compensation claims, chosen by the Claim Administrator.

Step 2: Technical Capability Test File

The first test is the technical capability test. Once received, KDWC will process and acknowledge the test file (the claim administrator's technical capability). During this phase of the test procedure, the sender transmits a file of one Original First Reports of Injury to the KDWC. The test file must consist of the following transactions:

- Header record (with the Test/Production indicator (DN 104) set to "T")

- One "00," Original First Report of Injury transaction

- Trailer Record

While five days are allowed for the test, on the first day of the scheduled test period, the Claim Administrator forwards the Technical Capability Test File. Once the file is sent, the Claim Administrator must notify KDWC that the file has been sent. The advisory may be sent to KDWC EDI Test Coordinator via e-mail at Ks_edi@claimsharbor.com or by telephone at (256) 704-2021. Include the following information in the advisory:

- Date and time the test file was sent

- The identity of the VAN and mailbox address to which the test transaction was sent

In response to the Claim Administrator's advisory, KDWC will process the test file through the KDWC EDI System's edit processes and will return an AK-1 Acknowledgement, to the Claim Administrator.

The acknowledgement to a Technical Capability Test File is a batch acknowledgement and does not include a detail transaction edit response. The Acknowledgement may contain errors resulting from data edits. If there are data content edits found in the technical capability test of the First Report of Injury, they will not be corrected through a Correction "CO" transaction. There is no need to do so since data content is not being examined in this portion of the test.

If the file is technically acceptable, the test for business edits begins.

Follow Up Procedures

Responses are electronically created. Therefore:

- If KDWC does not receive a recognizable test file within 48 hours of receipt of the e-mail or phone call, the KDWC Test Coordinator will contact the Claim Administrator to investigate the status of Claim Administrator's test file.

- If the Claim Administrator does not receive an AK-1 batch acknowledgment within three days of sending the test file, contact the KDWC EDI Test Coordinator at the E-mail or phone number above.

When Step 2 has been completed, the KDWC Test Coordinator will advise the Claim Administrator to proceed to Step 3 below.

Step 3: Business Content Test File

After Kansas's acknowledgement that the Technical Capability Test File has been received and the KDWC EDI Test Coordinator has approved the capability portion of the test, the Claim Administrator will forward the first of two business content test files of First Reports of Injury to KDWC. KDWC requires that the two business content test files be sent in two separate batch transmissions sent on two different dates during the claim administrator's assigned test period.

Each Business Content Test File's First Report of Injury transaction must meet the following conditions:

- Must be sent from the Claim Administrator's production EDI system.

- Must contain data from "actual claims" handled by the Claim Administrator, which may either be open or closed claim files.

- Must reflect the full spectrum of required FROI reports (some of which are "00" Original First Report of Injury and at least one "AU" Acquired/Unallocated First Report of Injury and one "04" Denial First Report of Injury).

The business content test file must contain the following transactions, in the proper sequence:

- Header Record (with DN 104, Test/Production Indicator, set to "T")

- Ten First Reports of Injury (some of which are 00, some 04 and some AU)

- Trailer Record

The Claim Administrator may not send a second or follow up batch Business Content Test file until it has received the acknowledgements from the previous batch of First Reports of Injury. Send the second test file batch immediately after receiving the acknowledgement from the first test batch file. The second test file batch must contain no more than 10 transactions and include the transactions with the following MTCs.

- At least four new Original First Reports of Injury "00" for subsequent report of injury testing purposes.

- Correction "CO" transactions for each previous transaction acknowledged with errors (assigned a TE status code).

- Change "02" transactions for transactions previously sent with a change to one data element previously sent.

- A Cancel "01" transaction canceling a previously sent transaction.

If the Claim Administrator has not received an acknowledgement to the Business Content Test File within three days following the date it sent the file, contact the KDWC Test Coordinator by phone at (256) 704-2021or by e-mail at Ks_edi@claimsharbor.com to determine the test file status.

Data Quality Requirements for Business Content Test Files

Upon receipt of a Business Content Test File, Kansas will process the file through the KDWC EDI system's edit process and will return the AK-1 (or ANSI 824) detailed Acknowledgement. The Claim Administrator must review the detailed acknowledgement and implement corrective claim handling and or technology solutions for each error on transactions assigned either a TE or TR status.

- TE status will be returned for each transaction accepted with error(s).

- TR status will be assigned to a transaction rejected for not passing requirements.

The testing and evaluation process continues until two consecutive batches of business content Test Files are processed and acknowledged and on which the Claim Administrator has met the KDWC data quality requirements. KDWC business content Test Files data quality requirements are:

- A minimum of 85% are accepted with a TA or TE status

- No more than 15 % are rejected with a TR status

- A minimum of 80% correction compliance

Please note that the KDWC business content data quality requirement is hereafter referred to as the **85-15-80 standard**. The 85-15-80 standard will be utilized by KDWC for trading partners in production status (see page 110 "Guidelines for Implementing the 85-15 EDI Quality Compliance Standard").

Step 4: Kansas Test Completion (First Report of Injury)

Once the Claim Administrator successfully completes the FROI Business Content Testing, the EDI Test Coordinator and the Trading Partner must establish a date when the Claim Administrator will begin Step 5 Subsequent Report Business Content Testing.

Congratulations – FROI Testing Completed successfully

Please note: two more steps- Step 5 Business Content Test File (Subsequent Reports of Injury) & Step 6 Kansas Test Completion (Subsequent Report of Injury)- must be completed before a trading partner will be authorized by the Division to stop sending the paper Employer's Report of Injury and/or the Open & Closed Claims flat file to meet their obligations under the law.

Step 5: Business Content Test File (Subsequent Reports of Injury)

When the Claim Administrator has completed testing of First Reports of Injury and has been approved to move into production status, the testing of Subsequent Reports of Injury begins. It is important to complete both the First Report of Injury testing and the Subsequent Report of Injury testing during the scheduled test period assigned to each claim administrator and prior to the projected EDI Implementation date.

Order of MTCs for Subsequent Report of Injury Testing

KDWC requires the Claim Administrator to have achieved "production" status with FROI reports before beginning the testing of SROIs.

The Claim Administrator is to send Subsequent Report test transactions that match the claims on which the First Report of Injury test transactions were previously sent. (Otherwise, the Subsequent Report test transaction(s) will fail the reporting sequence edit that requires a FROI to be present on the KDWC database prior to the acceptance of a SROI.)

KDWC accepts the "IP," "AP," "CD," "FN," 04," "02," "CO," and "AN" SROI "MTCs." Any SROI MTCs other than "IP" 'AP," "CD," "FN," "04," "02," "CO," and "AN" sent will be rejected as not jurisdictionally valid. SROI MTC Data Element requirements are outlined in the preceding section for each Subsequent Report type MTC. The SROI data element requirements include the SROI mandatory data elements and the Kansas Agency Claim Number (assigned to the First Report of Injury during the FROI test cycle),

Test File Submission

All SROI test file submissions require the following:

- Each SROI test file transaction must match to a previously transmitted FROI.

- SROI Business Content Test File transactions within a transmission are required to be in the logical MTC sequence as follows (An IP equivalent must precede the FN. An FN must precede the AN.

  # The Upon Request "UR" transaction is not included in the SROI testing procedure.

- Two SROI tests will be required. Do not send the second batch of SROI test files until the acknowledgements from the first SROI test have been received.

SROI Test File Batch #1

Send at least one SROI record with a code value error in one field so that it will result in a TE or Accepted with Errors acknowledgment.

The first batch file must contain:

- Header (with the Test/Production indicator [DN 104] set to T)

- Minimum of ten SROI transactions with MTC of either 04, IP, AP, or CD

- Trailer

It is not necessary to either e-mail or telephone the Kansas EDI Test Coordinator that you have sent the SROI Business Content Test File. When received by KDWC, the SROI test file will be processed through the KDWC EDI system, edits applied, and the Acknowledgement returned.

NOTE: If you have not received the AK1 Acknowledgement within three working days, contact the KDWC EDI Test Coordinator at (256) 704-2021 or e-mail to Kansas_edi@claimsharbor.com.

SROI Test File Batch #2

Once the first SROI Business Content Test File has been acknowledged and batch #1's test transactions have been assigned either a TE or TA status, send a second Business Content Test File with the SROI "02" and "CO" MTC records. If any transactions were acknowledged with a "TR" (Transaction Rejected) status, correct the error and resend the rejected transaction(s) in the second SROI batch. Also include in the second batch some FN and AN transactions and at least one of each "02" and "CO" SROI MTC code must be included. However, there is no other batch minimum or maximum number of transactions.

To send the "CO" a previously acknowledged SROI transaction must have been assigned a TE (Accepted with Errors) status. If no SROI transaction from the first batch of test files was assigned a "TE" status, send a test SROI FN transaction in the second batch with at least one data element with a value that does not match the KDWC transaction requirements. Doing so should produce a "TE" status on the acknowledgement.

Send the "CO" correction in a third SROI batch on the next business day to complete the testing. If you are uncertain about which data element or entry to send to cause the "TE" status response, contact the KDWC EDI Test Coordinator for assistance by phone at (256) 704-2021 or by e-mail at Ks_edi@claimsharbor.com.

SROI Data Quality Requirements

As with the First Report of Injury testing, the SROI Business Content Testing will continue until the Claim Administrator has met the KDWC Data Quality requirements. Refer to Data Quality Requirements in step 3 for a review of these KDWC Requirements.

When Step 5 testing is completed, the KDWC Test Coordinator will notify the Claim Administrator that SROI Testing is complete. If you do not receive acknowledgements from the last batch of SROIs sent within three days, contact the KDWC EDI Test Coordinator immediately.

Step 6: Test Completion (Subsequent Report of Injury)

Reaching Step 6 means that the Claim Administrator has successfully completed both First Report of Injury and Subsequent Report of Injury testing with the KDWC as advised by the KDWC test coordinator. Congratulations – Subsequent Report Business Content testing completed successfully, Production Status has been achieved.

Once the testing process for SROI reporting has been completed and acknowledged as such by the KDWC EDI Test Coordinator, the Claim Administrator may then begin sending "production" FROI and SROI reports on "actual" new EDI claims. Two reminders:

1. Remember to change the Test/Production indicator in the header record to "P" for Production before sending "actual" reports.

2. All Subsequent reports require that a First Report on the same claim be sent previously and acknowledged with a "TA" or "TE" status and an Agency Claim Number assigned to it. Do not send an EDI SROI report on a claim where the First Report of Injury was sent on paper unless you first send a FROI.

Continue with the "P" indicator unless informed by the KDWC that the data quality of Subsequent Reports of Injury no longer meets Kansas requirements, see <u>Data Quality Requirements for Business Content Test Files</u> in step 3 for a review of these requirements.

Ongoing Monitoring of Production Status

Guidelines for Implementing the 85-15 EDI Quality Compliance Standard

The KDWC EDI business content data quality requirement is referred to as either the **85-15 standard**, or the **85-15-80 standard**. Because the 80% portion of the standard refers only to TE corrections (corrections of reports receiving a TE acknowledgment) and not TR replacements (replacements for reports receiving a TR acknowledgment), the standard as it applies to either TAs, TEs, or TRs will be referred to as the 85-15 standard.

- A minimum of 85% of a specified set of transactions are accepted with a TA or TE status
- No more than 15 % of a specified set of transactions are rejected with a TR status
- A minimum of 80% of those transactions accepted with a TE status, within the specified set of transactions, have been corrected by submission of a correction transaction (CO) which itself receives a TA status.

For trading partners in production status, the 85-15-80 standard must be met each quarter. Trading partners are defined as an insurance carrier, self-insured employer, group-funded pool, or third party administrator responsible for submitting claim reports electronically to the Kansas Division of Workers Compensation (KDWC).

Procedures for Implementing the 85-15 Standard

(1) Once every quarter, KDWC will use a combination of Claims Harbor management reports, error reports, and division database queries, to monitor trading partner performance against the Kansas quality standard (the 85-15 rule).

(2) The 85-15 standard will be applied by measuring the combined percentage of TA and TE acknowledgments for all transactions over five batches, per trading partner, within the quarterly reporting period context.

(3) Those trading partners that fail to meet the standard will be temporarily classified as being in non-compliance status and will be monitored on a monthly basis until they meet the 85-15 standard.

(4) The 80% correction standard will be applied by measuring how many CO transactions sent in response to TE acknowledgments were received within the time frame established in the Claims Event Table (5 days) during the quarterly reporting period. An alternative method may be used in cases where a pattern is detected that a small percentage of the errors on single transactions are corrected on each of a series of CO transactions submitted in response to the single transaction. In such cases KDWC may measure the number of times the trading partner takes to get a transaction to TA status from the first TE (no matter how many COs it takes). The 80% rule will apply to the ratio of the number of corrections needed, to get a single transaction to a TA, to the number of errors in the initial transaction.

(5) Disciplinary compliance procedures will be invoked if the trading partner repeatedly fails the 85-15-80 standard.

Business & Technical Lead Task Summary

Suggested Review of Business Processes

- Suggest you select or hire an EDI coordinator.
- Examine and evaluate business processes and how EDI will affect them.
- Conduct an in-depth review of all data elements required by Kansas -- Review the Data Element Requirements Table.
- Review the definition of each element in the International Association of Industrial Accident Boards and Commissions (IAIABC) Release 1 EDI Implementation Guide.
- Note any difference between the IAIABC definitions and those you use in your business process.
- Note if data elements which are not required by Kansas noted on the Kansas Edit Matrix.
- Note those elements not captured in your database and those you may need to provide a means to capture.
- Determine if changes to paper (hard-copy) forms you print and use are needed to match those in the national IAIABC standards and which have been adopted by the Kansas Division of Workers Compensation.
- Review the IAIABC standard Maintenance Type Codes (MTCs are otherwise known as reports) and compare them with those Kansas requires.
- Determine which MTCs are required by Kansas.
- Review the example scenarios and sample data in the Kansas and IAIABC EDI Implementation Guides.
- Determine the Data elements and MTCs that are required for each scenario.
- Begin storing live claim data as soon as possible for later use in testing EDI transmissions to Kansas.
- Determine which data elements should be utilized as primary and secondary "match" data elements. (Match elements will generally be mandatory on the Element Requirements Table.)
- Review each data element by MTC. Decide which elements are mandatory ("M"), conditional ("C"), and optional ('O') for each MTC.
- Return to the Edit Matrix Table.
- Review all data elements by "Error Message." In other words, review all the data elements for the '001- Mandatory Field Not Present' error message, then continue through each of the following error messages.
- Review criteria for moving from "test status" to "production status."

Suggested Review of Technology Solutions

- Examine and evaluate current hardware and software and available vendor software packages or services. KDWC provides a list of vendors on its web site or you can search the Internet to find vendors. Remember, not all vendors are experienced in this technology or workers' compensation requirements. Neither the Kansas Division of Workers Compensation nor the IAIABC can take responsibility for information found on the Internet.
- Decide whether you will need to upgrade your system, to acquire new software or not to enhance your internal technology. If you have an existing database or internal reporting system that you will continue to use, you will need to
  - o Perform data extraction from your internal system,
  - o Perform data translation from flat file to ANSI ASC X12N, or IAIABC flat file.
  - o Send transmission of reports over an external electronic network.
  Your company may have existing transmission agreements with Value Added Networks (VANs) that are acceptable to the Kansas Division of Workers Compensation. You may elect to simply outsource the entire electronic aspect of the reporting process. Or, with the approval of KDWC, you may be eligible to manually submit claims data through the state's EDI web site.

- Purchase, develop in-house software or use third party services to convert your paper reports or electronic files so you can transmit the information to Kansas.
- Verify choice of format on Trading Partner Profile and Trading Partner Agreement: the Kansas Division of Workers Compensation will not accept electronic files on tape or diskettes, or UNEDIFACT protocols. Kansas does allow you to transmit ANSI ASC X12 or IAIABC Standard flat file, Release 1 (Version 3041).
- Verify Choice of transmission options for the Trading Partner Profile and Trading Partner Agreement: VAN, KDWC EDI web reporting site, or Third Party Administrator.

Common Programming Requirements

- Develop edits on information you will use for your EDI transactions.
- Develop a method of extracting the proper transactions to send per the rules and triggers in the Kansas Trading Partner Tables.

Education

- Educate your claims managers, agents, claims administrators, and data processing staff on new compliance requirements, timetables and definitions or specifications for data elements to be captured and reported.
- Educate your Information Systems and Claims management staff on cooperative business processes.

Implementation Scheduling

- Establish a date when you are scheduled to begin transmitting electronically with the Kansas Division of Workers Compensation EDI Coordinator. The Kansas testing and implementation list will be administered by the KDWC EDI Coordinator, in cooperation with their vendor.
- Review attachments to trading partner documents and internal business processes (See above).
- Execute authorization process.
- Review Trading Partner Agreement.
- Obtain authorization from your internal legal department to sign the Kansas Trading Partner Agreement.
- Review and note addresses on the Kansas Trading Partner profile.
- Review and draft internal/external transmission specifications.
- Review and draft internal/external Events processes and tables.
- Review and draft internal/external Element requirements documents.
- Review and draft internal/external Edits processes.
- Complete Kansas Trading Partner Agreement and attachments and send them to the KDWC EDI Coordinator.
- Obtain technology enhancements or contracts with service vendors (See above).
- Determine your internal test status.
- Transmit data in test status per your agreement with the Kansas EDI Coordinator.
- Review the Acknowledgement Kansas returns for your test data.
- Return error correction activity for those transactions with a Transmission Accepted with Errors status.
- Correct data and return an appropriate transaction for all transactions with a Transaction Rejected status.
- Repeat until 85 percent accurate ratio is achieved for each test transmission.
- Receive a letter from the Kansas EDI Coordinator granting production status.
- Begin sending production claims data on the date agreed upon with KDWC.

Technical Requirements

Claim information must be transmitted to KDWC through IAIABC Release I FROI and Release IA SROI EDI in either Flat File format with appropriate header and trailer records, or the ANSI 148 format. This Guide must be used in conjunction with the <u>IAIABC Release 1 EDI Implementation Guide</u>. The IAIABC Guide, which includes data element definitions, file formats, ANSI X12 requirements, etc., may be purchased by contacting the IAIABC at (608) 663-6355.

Experienced vendor services will include, at a minimum, responsibility for report transmissions and acknowledgements between the Sender and KDWC EDI System via KDWC recognized Value Added Networks (VANs) of IBM Global (Advantis) and AT&T. Vendor services and products often include the highly recommended features of pre-transmission data quality editing and management of EDI transmissions and acknowledgements. Administrators who do not contract with a vendor for part or all of these functions will be expected to perform those services. In this regard direct connects to KDWC will only be considered for large claim volume Administrators and Vendors who provide compelling cost and efficiency reasons. Vendors or Administrators seeking direct connection to the KDWC EDI System should refer to the KDWC Connect policy which imposes stringent technical competency requirements, data security, and application interoperability requirements.

Kansas Policy for the Addition of External Connections

Kansas supports an open Electronic Data Interchange (EDI) environment and opposes artificial barriers to competition among EDI vendors.

To promote and facilitate EDI between State Workers Compensation Jurisdictions, Claim Administrators, Employers, Providers, and Reporting Service Vendors, the Kansas vendor will add the ability for Vendors to Directly Connect to the KDWC EDI System, usually, although not exclusively, through a FTP connection. The request must be authorized by KDWC. A one time fee based on programming and specific Connect related requirements may apply per connection.

Technical capability requirements assure Jurisdiction EDI system users of reliable high quality data transfer and processes. Organizations wishing to establish a "Connect" with the KDWC EDI System must certify that they meet the following Network, Application, and Process requirements, and that they will adhere to the Restrictions. A thirty-day period will be allowed to test and establish reliable connectivity with each new Connect. Technical assistance is available from KDWC.

At the discretion of KDWC, a Connect may be disconnected for failure to meet requirements such as transmission quality, customer complaints, etc. KDWC reserves the right to suspend a Connect temporarily, when that Connect degrades the KDWC EDI System or associated process performance or connectivity.

Network Requirements

- Ability to communicate via modem (analog dial on POTS line) or Internet connection.
- Use verifiable file transmission protocols such as FTP or FMODEM/XMODEM, etc.
- Identify individual user accounts and provide at least password protection for account access.
- Route files to multiple receivers.
- Hold files for pickup by a receiver.
- Provide logging of file transmissions.
- Provide archive of file transmissions.
- Provide redelivery of files for at least two weeks after original transmission date.
- Ability to route X12 files based on ISA information.
- Provide reliable service (less than 3% down time during service hours).

Application Software Requirements

The VAN Vendor must provide software to connect to their service. KDWC will deliver transactions to the Vendor software either through a programmatic interface or by placing files in common directories. The Vendor software is completely responsible for delivery of the transactions to the Vendor's Network. The Vendor software must provide/perform the following:

- Provide a communications module callable from the KDWC EDI System that will perform connection, file transfer, and delivery verification without intervention.
- Communications with the Vendor Network and transfer of files does not require manual intervention.
- Provide adequate documentation for integration with the KDWC EDI System.
- If encryption is provided, include modules to perform encryption and decryption without intervention.
- If encryption is provided, use industry standard encryption methods, with the Vendor bearing the cost of licensing.
- Must be compatible with the KDWC EDI System operating environment (32 bit Windows).
- Must not interfere with KDWC EDI System or associated Jurisdiction system operations. (E.g. must not crash or unnecessarily load the system.)

Processing Requirements

- Send and receive multiple files within a single connection session.
- Provide an outbound queue where the KDWC EDI System can place transactions before sending.
- Provide an inbound queue where the KDWC EDI System can pick up transactions after receiving.
- Provide logging information on communications status to the KDWC EDI System, including success/failure notification.
- Identify sent files to prevent duplicate transmissions.
- Identify received files to prevent the KDWC EDI System from reprocessing them.
- Identify interrupted or failed transmissions and notify the KDWC EDI System.
- Recover from interrupted or failed transmissions and resend or re-receive files without creating duplicate transmissions and without intervention.

Restrictions

- Vendor software will not perform any additional or unanticipated processing such as validation of Acknowledgements, on the KDWC EDI System or other Jurisdiction systems.
- Vendor data will not be archived on the KDWC EDI Systems.

Appendix

Transaction Examples

First Report of Injury – Scenario

Employee John Jones was injured at 10:15 AM on 7/5/03 when he ran into a six foot stack of crates of paper plates with the fork lift he was driving. The stack of cardboard crates fell onto Jones, who complained of pain in his neck, back and right leg. Supervisor called to scene of accident. John Jones was taken by ambulance to St. Vincent's Hospital, where his broken leg was placed in a cast; a neck brace applied and was put on bed rest for one week. He is not expected to return to work for 3 weeks. The following information was taken from Mr. Jones' personnel file and on 7/6/03 Jones' employer, Knox Paper Suppliers, sent a First Report of Injury to Manufacturers Insurance Company (MIC) of Newark who assigned the claim to Smith Adjusting Service on 7/7/03. Smith Adjusting Service forwarded the Original First Report of Injury to KDWC on 7/9/03.

Header Record (HD1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	HD1	Header
0098	Sender ID (25) FEIN (9) Filler (7) Postal Code (9)	 379876543 ------- 666290002	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0099	Receiver ID (25) FEIN (9) Filler (7) Postal Code (9)	 226000325 ------- 666121837	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0100	Date Transmission Sent	20030709	
0101	Time Transmission Sent	173000	(Sent at 5:30 PM – converted to Military Time)
0102	Original Date Transmission Sent	Blank	
0103	Original Time Transmission Sent	Blank	
0104	Test/Production Indicator	P	
0105	Interchange Version ID	14801	

First Report of Injury (00) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
1	Transaction Set ID	Mandatory	148
2	Maintenance Type Code	Mandatory	00 (Original First Report of Injury)
3	Maintenance Type Code Date	Mandatory	7/9/03 sent as 20030709
4	Jurisdiction	Mandatory	KS
5	Agency Claim Number	Blank – Not Applicable	Mandatory on all transactions except first FROI.
6	Insurer FEIN	Mandatory	15-0089764 (sent w/o hyphen)
7	Insurer Name	Mandatory	Manufacturers Ins Co of Newark
8	Third Party Administrator FEIN	Conditional	37-9876543 (sent w/o hyphens)
9	Third Party Administrator Name	Conditional	Smith Adjusting Service
10	Claim Administrator Address Line 1	Optional	700 SW Jackson ST
11	Claim Administrator Address Line 2	Optional	
12	Claim Administrator City	Optional	Topeka
13	Claim Administrator State	Optional	KS
14	Claim Administrator Postal Code	Mandatory	66603-3731 (sent w/o hyphen)
15	Claim Administrator Claim Number	Mandatory	SAS78904
16	Employer FEIN	Mandatory	26-23457800 (sent w/o hyphen)
17	Insured Name	Mandatory	Kansas Paper and Cardboard Suppliers
18	Employer Name	Mandatory	Knox Paper Suppliers
19	Employer Address Line 1	Mandatory	1620 Southwest Tyler St
20	Employer Address Line 2	Optional	
21	Employer City	Mandatory	Topeka
22	Employer State	Mandatory	KS
23	Employer Postal Code	Mandatory	66612-1837 (sent w/o hyphen)
24	Self Insured Indicator	Mandatory	N (for No)
25	SIC Code	Mandatory	5113SC
26	Insured Report Number	Blank – Not Applicable	
27	Insured Location Number	Blank – Not Applicable	
28	Policy Number	Conditional	SWC145632
29	Policy Effective	Conditional	1-1-03 (sent as 20030101)
30	Policy Expiration	Optional	1-1-04 (sent as 20040101)
31	Date of Injury	Mandatory	7-5-03 (sent as 20030705)
32	Time of Injury	Mandatory	1015 AM (sent as 1015)
33	Postal Code of Injury Site	Conditional	66612-1837
34	Employers Premises Indicator	Mandatory	Y (for Yes)
35	Nature of Injury Code	Mandatory	90
36	Part of Body Injured	Mandatory	90

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
37	Cause of Injury Code	Mandatory	46
38	Accident Description/ Cause	Mandatory	EE drove forklift into stack of crates (paper plates). Resulted in broken right leg, back and neck pain.
39	Initial Treatment Code	Mandatory	3
40	Date Reported to Employer	Mandatory	7-5-03 (sent as 20030705)
41	Date Reported to Claims Administrator	Mandatory	7-7-03 (sent as 20030707)
42	Social Security Number	Mandatory	261-46-8762 (sent w/o hyphens)
43	Employee Last Name	Mandatory	Jones
44	Employee First Name	Mandatory	John
45	Employee Middle Initial	Optional	Q
46	Employee Address Line 1	Mandatory	3701 First Street Apt 4B
47	Employee Address Line 2	Optional	
48	Employee City	Mandatory	Topeka
49	Employee State	Mandatory	KS
50	Employee Postal Code	Mandatory	66629-0001 (sent w/o hyphen)
51	Employee Phone	Optional	(213) 876-1211
52	Employee Date of Birth	Mandatory	3-15-72 (sent as 19720315)
53	Gender Code	Mandatory	M
54	Marital Status Code	Optional	U
55	Number of Dependents	Conditional	
56	Date Disability Began	Conditional	7-6-03 (sent as 20030706)
57	Employee Date of Death	Conditional	
58	Employment Status Code	Mandatory	1- Full-time
59	Class Code	Conditional	5210
60	Occupation Description	Mandatory	Warehouseman II
61	Date if Hire	Mandatory	3-5-03 (sent as 20030305)
62	Wage	Optional	$950.00 (sent as 000095000)
63	Wage Period	Optional	1
64	Number of Days Worked	Blank – Not Applicable	
65	Date Last Day Worked	Blank – Not Applicable	
66	Full Wages Paid for Date of Injury Indicator	Blank – Not Applicable	
67	Salary Continued Indicator	Blank – Not Applicable	
68	Date of Return to Work	Conditional	

Trailer Record (TR1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	TR1	Trailer
0106	Detail Record Count	000000001	One transaction between header & trailer

Acknowledgement to First Report of Injury Scenario

Upon receiving the First Report of Injury, the KDWC edited the transaction and returned the following Acknowledgement to Smith Adjusting Company noting the Agency Claim Number assigned to this claim by KDWC. The First Report was acknowledged with no errors. The Agency Claim Number of 00001001 is now required on all reports/transactions following for this claim.

Header Record (HD1) – KDWC to Claim Administrator

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	HD1	Header
0098	Sender ID (25) FEIN (9) Filler (7) Postal Code (9)	379876543 ------- 666121800	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0099	Receiver ID (25) FEIN (9) Filler (7) Postal Code (9)	226000325 ------- 666290002	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0100	Date Transmission Sent	20030710	
0101	Time Transmission Sent	083000	(Sent at 8:30 AM – converted to Military Time)
0102	Original Date Transmission Sent	Blank	
0103	Original Time Transmission Sent	Blank	
0104	Test/Production Indicator	P	
0105	Interchange Version ID	1481A	

Acknowledgement Transaction (AK1) - KDWC to Claim Administrator

Data Element Number	Data Element Name	Data Returned by Kansas DWC
1	Transaction Set ID	AK1
107	Record Sequence Number	000000001
108	Date Processed	7-10-03 (sent as 20030710)
109	Time Processed	2:15 AM (sent as 021500)
6	Insurer FEIN	15-0089764 (sent w/o hyphen)
14	Claim Administrator Postal Code	666290002 (sent w/o hyphen)
8	Third Party Administrator FEIN	37-9876543 (sent w/o hyphen)

Data Element Number	Data Element Name	Data Returned by Kansas DWC
110	Acknowledgement Transaction Set ID	148
111	Application Acknowledgement Code	TA
27	Insured Report Number	
15	Claim Administrator Claim Number	SAS78904
5	Agency Claim Number	**00001001**
2	Maintenance Type Code (From original transaction)	00
3	Maintenance Type Code Date (From original transaction)	7-9-03 (sent as 20030709)
112	Request Code (purpose)	
113	Free Form Text	
114	Number of Errors	00
	Variable Segment (if Errors)	
Error Code	**Error Code Occurs Number of Error Times**	00
115	Element Number	0000
116	Element Error Number	000
117	Variable Segment Number	0

Trailer Record (TR1) – KDWC to Claim Administrator

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	TR1	Trailer
0106	Detail Record Count	000000001	One transaction between header & trailer

Subsequent Report of Injury "Initial Payment" (IP) Scenario

Mr. Jones worked on7/5/03 and his first day of disability was 7/6/03. With the 7 day waiting period satisfied on 7/12 with the compensable Temporary Total period being 7/13 – 7/19. The first check for TTD was issued on Friday, 7/18 with a start date of 7/13 and a through date of 7/19/03.

Header Record (HD1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	HD1	Header
0098	Sender ID (25) FEIN (9) Filler (7) Postal Code (9)	379876543 ------- 666290002	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0099	Receiver ID (25) FEIN (9) Filler (7) Postal Code (9)	226000325 ------- 666121800	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0100	Date Transmission Sent	20030718	
0101	Time Transmission Sent	113001	(Sent at 11:30:01 AM – converted to Military Time)
0102	Original Date Transmission Sent	Blank	
0103	Original Time Transmission Sent	Blank	
0104	Test/Production Indicator	P	
0105	Interchange Version ID	A491A	

Subsequent Report of Injury (IP) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
1	Transaction Set ID	Mandatory	A49
2	Maintenance Type Code	Mandatory	IP (Initial Payment)}
3	Maintenance Type Code Date	Mandatory	7/18/03 (sent as 20030718)
4	Jurisdiction	Mandatory	KS
6	Insurer FEIN	Mandatory	15-0089764 (sent w/o hyphen)
8	Third Party Administrator FEIN	Conditional	37-9876543 (sent w/o hyphen)
14	Claim Administrator Postal Code	Mandatory	66629001
42	Social Security Number	Mandatory	261-46-8762 (sent w/o hyphens)
55	Number of Dependents	Conditional	Blank (Mandatory if Death Claim)
69	Pre-Existing Disability	Blank – Not Applicable	
56	Date Disability Began	Mandatory	7-6-03 (sent as 20030706)
70	Date of Maximum Medical Improvement	Conditional	
71	Return to Work Qualifier	Conditional	

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
72	Date of Return/Release to Work	Conditional	
57	Employee Date of Death	Conditional	
62	Wage	Mandatory	$950.00 (sent as 000095000)
63	Wage Period	Mandatory	1
64	Number of Day Worked	Blank – Not Applicable	
67	Salary Continued Indicator	Blank – Not Applicable	
31	Date of Injury	Mandatory	7-5-03 (sent as 20030705)
26	Insured Report Number	Blank – Not Applicable	
15	Claim Administrator Claim Number	Mandatory	SAS78904
5	Agency Claim Number	Mandatory	00001001
73	Claim Status	Mandatory	C
74	Claim Type	Mandatory	I
75	Agreement to Compensate Code	Blank – Not Applicable	
76	Date of Representation	Conditional	
77	Late Reason Code	Blank – Not Applicable	
78	Number of Permanent Impairments	Mandatory	00
79	Number of Payment/Adjustments	Mandatory	01
80	Number of Adjustments	Mandatory	00
81	Number of Paid to Date/Reduced Earnings/ recoveries	Mandatory	00
82	Number of Death Dependent/Payee Relationships	Mandatory	00
83	Permanent Impairment Body Part Code	Conditional	Segment not sent
84	Permanent Impairment Percent	Conditional	Segment not sent
85	Payment/Adjustment Code	Mandatory	050
86	Payment/Adjustment Paid To Date	Mandatory	$633.34 (sent as 000063334)
87	Payment/Adjustment Weekly Amount	Mandatory	$633.34 (sent as 000063334)
88	Payment/Adjustment Start Date	Blank – Not Applicable	
89	Payment/Adjustment End Date	Blank – Not Applicable	
90	Payment/Adjustment Weeks Paid	Blank – Not Applicable	
91	Payment/Adjustment Days Paid	Blank – Not Applicable	
92	Benefit/Adjustment Code	Blank – Not Applicable	
93	Benefit Adjustment Weekly Amount	Blank – Not Applicable	
94	Benefit/Adjustment Start Date	Blank – Not Applicable	

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
95	Paid To Date/Reduced Earnings/Recoveries Code	Conditional	
96	Paid To Date/Reduced Earnings/Recoveries Amount	Conditional	
97	Dependent Payee Relationship	Blank – Not Applicable	

Trailer Record (TR1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	TR1	Trailer
0106	Detail Record Count	000000001	One transaction between header & trailer

The Initial Payment (IP) report was acknowledged by the KDWC with a Transaction Accepted status.

Subsequent Report of Injury "Final Report" (FN) Scenario

Mr. Jones returned to work at full duty and full pay on 8/15/03 with no permanency. The Final (FN) report was sent by Smith Adjusting Company on 8/29/03, advising the claim was closed, as follows. The financial data reporting the payment of Temporary Total Disability, doctor, hospital and other medical bills was included along with Return to Work date, return to work qualifier and MMI date per KDWC requirements.

Header Record (HD1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	HD1	Header
0098	Sender ID (25) FEIN (9) Filler (7) Postal Code (9)	379876543 ------- 666290002	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0099	Receiver ID (25) FEIN (9) Filler (7) Postal Code (9)	226000325 ------- 666121800	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0100	Date Transmission Sent	20030829	
0101	Time Transmission Sent	113001	(Sent at 11:30:01 AM – converted to Military Time)
0102	Original Date Transmission Sent	Blank	
0103	Original Time Transmission Sent	Blank	
0104	Test/Production Indicator	P	
0105	Interchange Version ID	A491A	

Subsequent Report of Injury (FN) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
1	Transaction Set ID	Mandatory	A49
2	Maintenance Type Code	Mandatory	FN (Final)
3	Maintenance Type Code Date	Mandatory	8/29/03 (sent as 20030829)
4	Jurisdiction	Mandatory	KS
6	Insurer FEIN	Mandatory	15-0089764 (sent w/o hyphen)
8	Third Party Administrator FEIN	Conditional	37-9876543 (sent w/o hyphen)
14	Claim Administrator Postal Code	Mandatory	66629001
42	Social Security Number	Mandatory	261-46-8762 (sent w/o hyphens)
55	Number of Dependents	Conditional	Blank (Mandatory if Death Claim)
69	Pre-Existing Disability	Blank – Not Applicable	
56	Date Disability Began	Conditional	7-6-03 (sent as 20030706)
70	Date of Maximum Medical Improvement	Conditional	
71	Return to Work Qualifier	Conditional	1
72	Date of Return/Release to Work	Conditional	8-15-03 (sent as 20030815)
57	Employee Date of Death	Conditional	
62	Wage	Mandatory	$950.00 (sent as 000095000)
63	Wage Period	Mandatory	1
64	Number of Day Worked	Blank – Not Applicable	
67	Salary Continued Indicator	Blank – Not Applicable	
31	Date of Injury	Mandatory	7-5-03 (sent as 20030705)
26	Insured Report Number	Blank – Not Applicable	
15	Claim Administrator Claim Number	Mandatory	SAS78904
5	Agency Claim Number	Mandatory	00001001
73	Claim Status	Mandatory	C
74	Claim Type	Mandatory	I
75	Agreement to Compensate Code	Blank – Not Applicable	
76	Date of Representation	Conditional	
77	Late Reason Code	Blank – Not Applicable	
78	Number of Permanent Impairments	Mandatory	00
79	Number of Payment/Adjustments	Mandatory	01
80	Number of Adjustments	Mandatory	00
81	Number of Paid to Date/Reduced Earnings/ recoveries	Mandatory	03
82	Number of Death Dependent/Payee Relationships	Mandatory	00

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
83	Permanent Impairment Body Part Code	Conditional	Segment not sent
84	Permanent Impairment Percent	Conditional	Segment not sent
85	Payment/Adjustment Code	Conditional	050
86	Payment/Adjustment Paid To Date	Conditional	$3673.37 (sent as 000367337)
87	Payment/Adjustment Weekly Amount	Conditional	$633.34 (sent as 000063334)
88	Payment/Adjustment Start Date	Blank – Not Applicable	
89	Payment/Adjustment End Date	Blank – Not Applicable	
90	Payment/Adjustment Weeks Paid	Blank – Not Applicable	
91	Payment/Adjustment Days Paid	Blank – Not Applicable	
92	Benefit/Adjustment Code	Blank – Not Applicable	
93	Benefit Adjustment Weekly Amount	Blank – Not Applicable	
94	Benefit/Adjustment Start Date	Blank – Not Applicable	
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	350 (payments to doctors)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$757.39 (sent as 000075739)
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	360 (payments to hospitals)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$1015.89 (sent as 000101589)
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	370 (other medical payments)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$112.32 (sent as 000011232)
97	Dependent Payee Relationship	Blank – Not Applicable	

Trailer Record (TR1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	TR1	Trailer
0106	Detail Record Count	000000001	One transaction between header & trailer

The Final Report (FN) was acknowledged by KDWC with a TA status on Tuesday 9/2/03, following the holiday weekend.

Subsequent Report of Injury "Annual Report" (AN) Scenario

KDWC requires an Annual on June 1st following the end of the previous calendar year following the FN report **only** if the financial information on the Final has been updated. Smith Adjusting received a bill from the pharmacy for an approved Rx billed after the claim was closed.

Header Record (HD1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	HD1	Header
0098	Sender ID (25) FEIN (9) Filler (7) Postal Code (9)	 379876543 ------- 666290002	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0099	Receiver ID (25) FEIN (9) Filler (7) Postal Code (9)	 226000325 ------- 666121800	(Composed of 25 characters in 3 subparts) No hyphen (Blanks) No hyphen or spaces
0100	Date Transmission Sent	20040601	
0101	Time Transmission Sent	113001	(Sent at 11:30:01 AM – converted to Military Time)
0102	Original Date Transmission Sent	Blank	
0103	Original Time Transmission Sent	Blank	
0104	Test/Production Indicator	P	
0105	Interchange Version ID	A491A	

Subsequent Report of Injury (AN) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
1	Transaction Set ID	Mandatory	A49
2	Maintenance Type Code	Mandatory	AN (Annual)
3	Maintenance Type Code Date	Mandatory	6/1/04 (sent as 20060104)
4	Jurisdiction	Mandatory	KS
6	Insurer FEIN	Mandatory	15-0089764 (sent w/o hyphen)
8	Third Party Administrator FEIN	Conditional	37-9876543 (sent w/o hyphen)
14	Claim Administrator Postal Code	Mandatory	66629001
42	Social Security Number	Mandatory	261-46-8762 (sent w/o hyphens)
55	Number of Dependents	Conditional	Blank (Mandatory if Death Claim)
69	Pre-Existing Disability	Blank – Not Applicable	
56	Date Disability Began	Conditional	7-6-03 (sent as 20030706)
70	Date of Maximum Medical Improvement	Conditional	
71	Return to Work Qualifier	Conditional	1

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
72	Date of Return/Release to Work	Conditional	8-15-03 (sent as 20030815)
57	Employee Date of Death	Conditional	
62	Wage	Conditional	$950.00 (sent as 000095000)
63	Wage Period	Conditional	1
64	Number of Day Worked	Blank – Not Applicable	
67	Salary Continued Indicator	Mandatory	N (No)
31	Date of Injury	Mandatory	7-5-03 (sent as 20030705)
26	Insured Report Number	Blank – Not Applicable	
15	Claim Administrator Claim Number	Mandatory	SAS78904
5	Agency Claim Number	Mandatory	00001001
73	Claim Status	Mandatory	C
74	Claim Type	Mandatory	I
75	Agreement to Compensate Code	Blank – Not Applicable	
76	Date of Representation	Conditional	
77	Late Reason Code	Blank – Not Applicable	
78	Number of Permanent Impairments	Mandatory	00
79	Number of Payment/Adjustments	Mandatory	01
80	Number of Benefit Adjustments	Mandatory	00
81	Number of Paid to Date/Reduced Earnings/ recoveries	Mandatory	03
82	Number of Death Dependent/Payee Relationships	Mandatory	00
83	Permanent Impairment Body Part Code	Conditional	Segment not sent
84	Permanent Impairment Percent	Conditional	Segment not sent
85	Payment/Adjustment Code	Conditional	050
86	Payment/Adjustment Paid To Date	Conditional	$3673.37 (sent as 000367337)
87	Payment/Adjustment Weekly Amount	Conditional	$633.34 (sent as 000063334)
88	Payment/Adjustment Start Date	Blank – Not Applicable	
89	Payment/Adjustment End Date	Blank – Not Applicable	
90	Payment/Adjustment Weeks Paid	Blank – Not Applicable	
91	Payment/Adjustment Days Paid	Blank – Not Applicable	
92	Benefit/Adjustment Code	Blank – Not Applicable	
93	Benefit Adjustment Weekly Amount	Blank – Not Applicable	
94	Benefit/Adjustment Start Date	Blank – Not Applicable	

Data Element Number	Data Element Name	Kansas Requirement	Data Entry for Report
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	350 (payments to doctors)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$757.39 (sent as 000075739)
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	360 (payments to hospitals)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$1015.89 (sent as 000101589)
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	450 (payments for prescription drugs)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$205.57 (sent as 000020557)
95	Paid to Date/Reduced Earnings/Recoveries Code	Conditional	370 (other medical payments)
96	Paid to Date/Reduced Earnings/Recoveries Amount	Conditional	$112.32 (sent as 000011232)
97	Dependent Payee Relationship	Blank – Not Applicable	

Trailer Record (TR1) – Claim Administrator to KDWC

Data Element Number	Data Element Name	Data Entry For Report	Comment
0001	Transaction Set ID	TR1	Trailer
0106	Detail Record Count	000000001	One transaction between header & trailer